

20-7

# Reference:

# Security Procedures

## Objectives

- Add a New User
- Update User Information
- Move a User to Another Organization
- Update Staff Security Access
- Reset Passwords
- Expire a User
- Re-assign Queries

# Add A New User to HiCAMS

HiCAMS Security Officers are responsible for entering New Users into HiCAMS. If users require the ability to log in and enter data in HiCAMS, they must be assigned a login.

**Note:** *Remember that even if a user has been added to the Staff List and assigned a login, it is not until the Information Systems Liaison is notified of the new user that the account will be activated.*


## Complete the Client ID Request Form:

**Note:** *This functionality is available to all HiCAMS users. This form is emailed to your Security Organization's HiCAMS Security Officer or the appropriate Information System Liaison.*

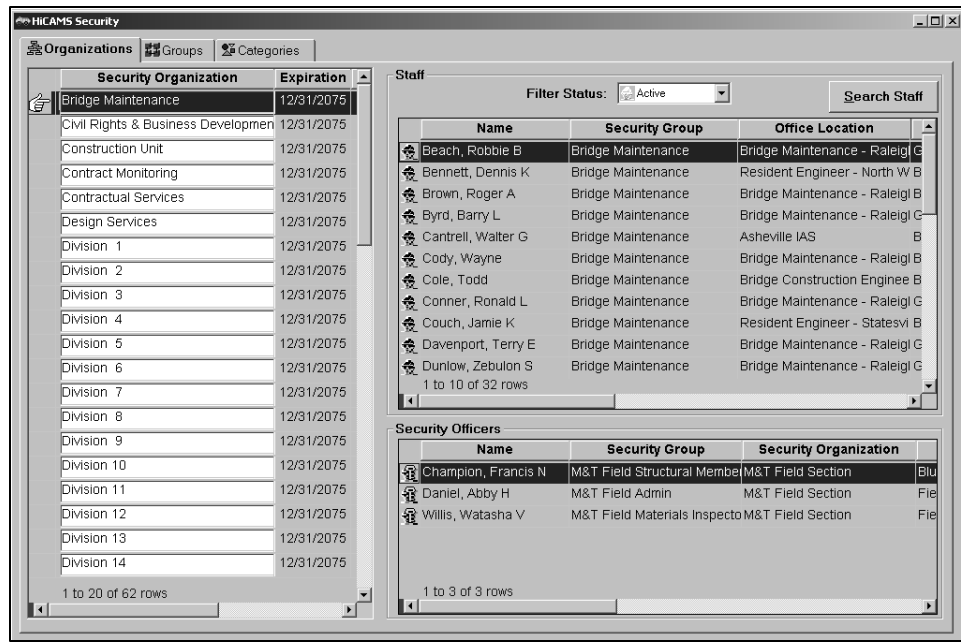
### Step 1: To access this form on the Internet:

- 1 From HiCAMS, click the **HiCAMS Homepage** icon on the toolbar. *The web browser opens to the HiCAMS homepage.*
- 2 Click **Change Request Forms**.
- 3 Using your Netscape Logon and Password, login to the Request Form portal.
- 4 Choose the **HiCAMS User Request Form**. *The HiCAMS User Request Form displays.*
- 5 Complete the online form and submit via the web page.

### Step 2: Add the new user to the HiCAMS Staff List:

**Note:** *This functionality is only available to staff assigned as Security Officers .*

- 1 In HiCAMS, Select **Admin.® Security**. The **HiCAMS Security** window displays:



2 Select the **Security Organization** for which you are **Security Officer** from the left side panel.

- A list of users included in the organization selected displays in the staff section of the window (upper right panel).
- A list of Security Officers for the selected organization displays in the **Security Officer** section of the window (lower right panel).

**Note:** You only have security authorization to update, modify or expire staff records that are assigned to your organization; should you select another organization, you will only be able to view the staff list.

3 Right-click in the right panel of the window and select “**New Staff**” from the pop-up menu that displays. The **Staff - New** window displays:

- 4 Enter the *Social Security Number*, *Last Name*, and *First Name* of the new user. After the *First Name* is entered, a Pop-up window may appear if the system detects there may already be a record similar to the record being entered:

Name	Office Location	Job Title	User ID	Display Name	Nick Name	SSN
Warner, Deirdre	Harrington Street	Production Support Specialist	dwarnr	Deirdre Warner		000-00-0000

- 5 If the record you are entering already exists, select from the list by highlighting the appropriate row and clicking **OK**. You are then taken to that user's record. If the User belongs to a different Security Organization than yours, contact your Information System Liaison to have him/her

moved to your organization. You will then be able to update the record with the current information.

- 6** If the user is not found, simply click **Cancel** and continue to add the new record:

**Nick Name:** (optional)  
Enter a name that other users may be more familiar with.

**Display Name:** How your name will be displayed on printed reports, etc.

**User ID:** The HiCAMS Client ID is usually the first initial and last name of the user. For example: Edward Brown has the User ID ebrown. The Client ID should match the user's Network and email login if possible.


**Non-DOT Company:**  
Enter employer name (for use when user being entered is a technician, etc., who is not employed by the DOT).

**7** Be sure to enter a Staff Mailing Address for Certification mailing purposes. Also, all users assigned to the Resident Engineers and RE Tech Staff Security Groups should have their email address entered to allow them to access the DBE Payment Tracking System.

- 8** When all required information is entered, click **OK**.

**Note:** Remember that even if a user has been added to the Staff List and assigned a login, it is not until the Information Systems Liaison is notified of the new user that the account will be activated.

## Update User Information

**Note:** This functionality is only available to staff assigned as Security Officers .

### Step 1: Locate the staff record that requires updating:

- 1 Log onto HiCAMS or Vendor.
- 2 Select the menu item **Admin.® Security**. The **HiCAMS Security** window displays.

- 3 Select your Security Organization on the left side panel.
- 4 In the right panel, select the name of the user whose information you are changing.

**Staff List**

Last Name: JOYNER      Office Category: (All)

Job Title: (All)      Office Location: (All)

Status: (All)      **Retrieve**

Name	Office Location	Job Title	Security Organization	User ID	Nick Name
Joyner, Andre E	Resident Engineer - McLeansv	Construction Technician	Division 7	ajoyner	
Joyner, Brandon	Generic Producer or Supplier	Producer Technician	Non-DOT Tech (I - M)	53439notasgn	
Joyner, J. S	Generic Producer or Supplier	Producer Technician	Non-DOT Tech (I - M)	11366notasgn	
Joyner, Jr., Leroy	Generic Producer or Supplier	Producer Technician	Non-DOT Tech (I - M)	52784notasgn	
Joyner, Michael	Generic Producer or Supplier	Producer Technician	Non-DOT Tech (I - M)	51550notasgn	
Joyner, Milton E	Resident Engineer - Ahoskie	Lead Project Inspector	Division 1	mejoyner	
Joyner, Milton E	Generic Producer or Supplier	Producer Technician	Non-DOT Tech (I - M)	51172notasgn	
Joyner, Scott J	Generic Producer or Supplier	General DOH Technician	General DOH Tech (I - M)	3964notasgn	
Joyner, William S	Resident Engineer - Nashville	Construction Technician	Division 4	wsjoyner	

**OK**      **Cancel**

## Step 2: Update the users information: :

**HiCAMS Security**

Organizations   Groups   Categories

**Security Organization**      **Expiration**

Bridge Maintenance	12/31/2075
Civil Rights & Business Development	12/31/2075
Construction Unit	12/31/2075
Contract Monitoring	12/31/2075
Contractual Services	12/31/2075
Design Services	12/31/2075
Division 1	12/31/2075
Division 2	12/31/2075
Division 3	12/31/2075
<b>Division 4</b>	<b>12/31/2075</b>
Division 5	12/31/2075
Division 6	12/31/2075
Division 7	12/31/2075
Division 8	12/31/2075
Division 9	12/31/2075
Division 10	12/31/2075
Division 11	12/31/2075
Division 12	12/31/2075
Division 13	12/31/2075
Division 14	12/31/2075

1 to 20 of 62 rows

**Staff**

Filter Status: Active      **Search Staff**

Name	Security Group	Office Location
Joyner, William S	RE Office Clerk	Resident Engineer - Nashville
Lacerda, Charlene E	RE Tech Staff	Resident Engineer - Nashville
Lamm, Frankie W	Project Inspectors	Resident Engineer - Nashville
Lancaster, Shannon C	General DOH Tech (A - B)	Resident Engineer - Nashville
Lane, Anthony H	Project Inspectors	Resident Engineer - Smithfield
Lee, Jason M	Project Inspectors	Resident Engineer - Smithfield
Lewis, Jimmy L	Project Inspectors	Resident Engineer - Nashville
Liverman, Charlie J	Project Inspectors	Resident Engineer - Wilson
Long, Jr., James M	Project Inspectors	Resident Engineer - Nashville
Long, Jr., William L	Project Inspectors	Resident Engineer - Wilson
Manning, Daniel B	Project Inspectors	Resident Engineer - Nashville

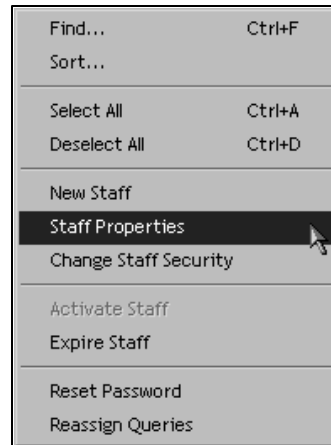
55 to 64 of 107 rows

**Security Officers**

Name	Security Group	Security Organization
Boyette, J.E.	Division Staff	Division 4
Sullivan, Ralph	Division Staff	Division 4

1 to 2 of 2 rows


- 1 Right-click on the highlighted name to display the shortcut menu.
- 2 Choose “Staff Properties” from the pop-up menu that displays:



- 3 The **Staff** window displays the properties for the user:

- 4 Change all applicable fields on the **General** and **Address** tabs.
- 5 Click **OK**.

## Move A User to Another Organization

**Note:** This functionality is only available to staff assigned as Security Officers .

**Step 1: Locate the staff record for the user:**

- 1 In HiCAMS, select **Admin. ® Security**. The **HiCAMS Security** window displays.
- 2 Select your Security Organization on the left side panel.
- 3 In the right panel, select the name of the user whose information you are moving.


**Step 2: Change the user's security organization:**

- 1 Right click on the user's name and select **Staff Properties** from the menu. The **Staff** window displays.
- 2 Click the drop down menu and select the new Security Organization – or -
- 3 Drag and drop the user name from the right column to the appropriate organization on the left column.

**Note:** When this step is complete, you will no longer have the security access to change the staff record of this user. If the record needs to be changed at this point, contact the security officer for the user's new organization (click the **Security Officer** button on the HiCAMS Home Page for a list) or the appropriate Information Systems Liaison:

Contact the Construction Unit at 919-715-4085 or the Materials and Test Unit at 919-329-HELP (4357)

## Update Staff Security Access

**Note:** This functionality is only available to staff assigned as Security Officers . Changes to a user's security group should only be made with approval from the user's supervisor. Most requests for access to additional functional areas can be handled by assigning the user to a different Security Group. Contact you Information System Liaison for assistance in determining the correct Security Group for your users. The following instructions are for changing individual Security Tags.

**Step 1: Locate the staff record for the user:**

- 1 In HiCAMS, select **Admin.® Security**. The **HiCAMS Security** window displays.
- 2 Select your Security Organization on the left side panel.
- 3 Locate the name of the user on the right and highlight the name.

**Step 2: To change security tags of a user:**



- 1 Double-click on staff name or right-click and select **Change Staff Security** from the shortcut menu that displays. The **Staff Security** window displays:

**Staff Security - Beach, Robbie B**

Revoke Access: ☐

Object Description	Category	Staff Level	Group Level	Default Level
Access To All Multi Sample Reports	Material Testing			No Access
Access to Density module	Density Modules	Update		Inquiry
Access to Technician Certification	Vendor System			Inquiry
Action Code	Code Tables			Inquiry
Address Type	Code Tables			Inquiry
Anti-Strip Product Codes	Code Tables			Inquiry
Asphalt Mix Design - Asphalt Lab Comment	Asphalt Mix Design			No Access
Asphalt Mix Design - Maintenance	Asphalt Mix Design			Inquiry
Asphalt Mix Design - Pavement Section Appr	Asphalt Mix Design			No Access
Asphalt Mix Design - Search	Asphalt Mix Design			Inquiry
Asphalt Mix Designs	Query Tool			Inquiry
Authorizing Lab Type	Code Tables			Inquiry

OK Cancel

The following is a brief description of the **Staff Security** window:

<b>Object Description</b>	A description of the security object as it relates to the window or function that is being protected by this security.
<b>Category</b>	A method of grouping security objects together to make it easier to find them in the security systems.
<b>Staff Level</b>	Displays the access level of the staff members.
<b>Group Level</b>	Lists the access level for the group the member is a part of.
<b>Default Level</b>	Shows the default level of security given to a security object. It can only be Inquiry or No Access. If you add a user to the system and do not give it a group authority or a staff-level authority, it takes this default authority.

- 2 Select an object in the *Staff Level* column to change the rights. (Use the scroll bar to find the correct object.)
- 3 Click on the drop down box in the **Staff Level** column.
- 4 Select the rights you want the staff members to have:

**No Access** – Unable to view window.


**Inquiry** – Able to view data.

**Update** – Able to enter data.

## 5 Click OK

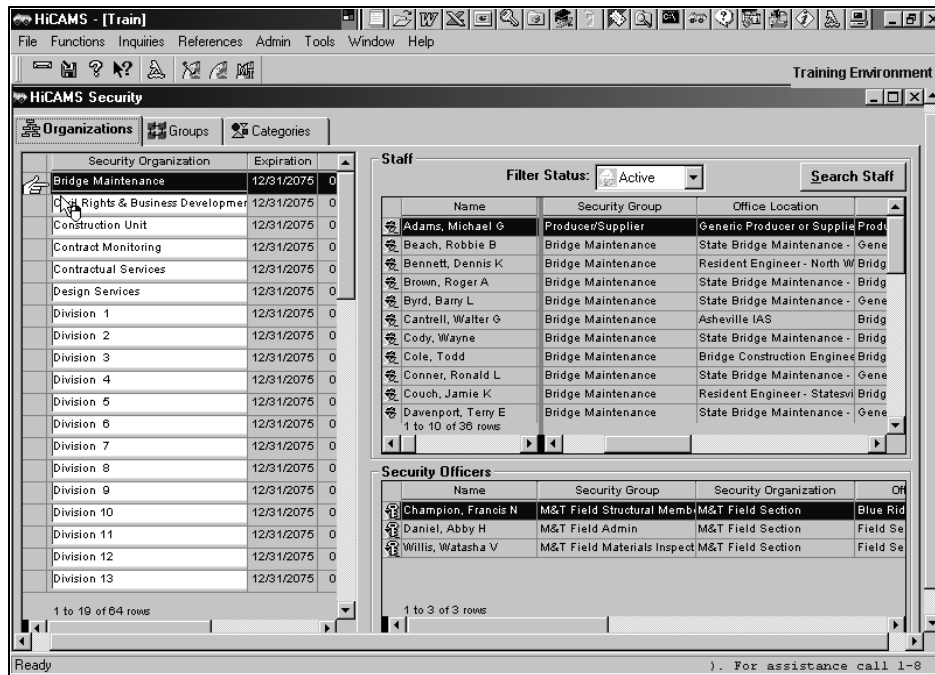
**Note:** Confirm your changes with the staff member and ask them to verify their access in HiCAMS. If their access is incorrect, you may have updated their rights for the wrong object. Contact your Information System Liaison for additional assistance with this task.

# Reset User Passwords

**Note:** This functionality is only available to staff assigned as Security Officers .

## Step 1: Locate the Staff Record for the user:

- 1 Log onto HiCAMS or Vendor
- 2 Select **Admin.® Security. HiCAMS Security** window displays:



- 3 Select your Security Organization on the left side panel.
- 4 In the right panel, select the name of the user whose information you are changing.

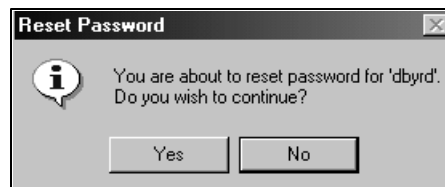
## Step 2: Reset the Password:

- 1 In the **Staff** section on the right, **right-click** the name of the user whose security password is to be reset. A short cut menu will display.

- 2 Choose “**Reset Password**” from the pop-up menu:



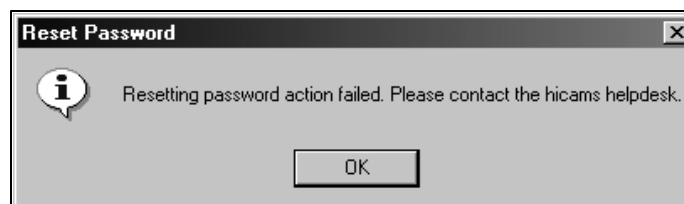
- 3 The **Reset Password** windows displays the following message for the staff whose password you are about to reset:



- 4 Click the **YES** button.
- 5 The following message confirms password has been reset:



During the reset process, HiCAMS may display the following error message:




In most cases, HiCAMS will display this message if the client's password has never been changed from the original (default) password.

- 6 Request that the client attempt to login to HiCAMS using the default password (normally the same as the userid). If client is still unable to successfully log into HiCAMS, contact the appropriate Information Systems Liaison (Construction Unit at 919-733-2210 or the Materials and Test Unit at

919-329- 4357) for additional assistance.

## Expire A User

**Note:** This functionality is only available to staff assigned as Security Officers .


### Step 1: Locate the staff record for the user:

- 1 Log onto HiCAMS or Vendor.
- 2 Select **Admin. ® Security**. HiCAMS Security window displays.
- 3 Select your Security Organization on the left side panel.
- 4 In the right panel, select the name of the user whose staff record you are expiring.

### Step 2: Expire the user:

- 1 Right click on the user name and select Expire Staff from the shortcut menu. The user will be removed from the Staff list.

## Reassign Queries

**Note:** This functionality is only available to staff assigned as Security Officers .

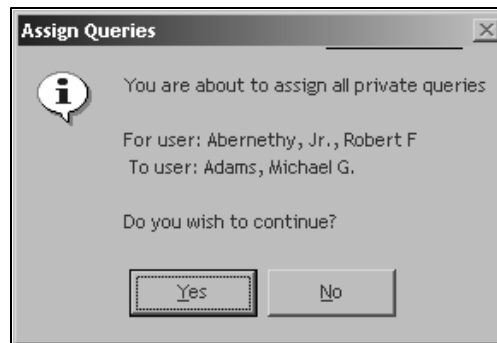
### Step 1: Locate the Staff Record for the user:

- 1 In HiCAMS, select **Admin.® Security**. The **HiCAMS Security** window displays.
- 2 In the left panel of the window, select your Security Organization.
- 3 In the right panel, select the name of the user whose queries need to be reassigned.

### Step 2: Reassign the Queries

- 1 Select Reassign Queries from the pop-up menu that displays. The Assign Queries window displays:
- 2 Select the Staff icon. The Staff List window displays.
- 3 Using the available filters on the window, enter appropriate information and click Retrieve.
- 4 Select the appropriate user name from the list and click OK. The user name is populated in the To field.

- 5 Click OK. A confirmation window displays:



- 6 Click **YES** to continue. The queries are reassigned.